

**CITY OF ELLENSBURG
AGENDA
Adult Activity Center
Join Zoom Meeting
<https://us02web.zoom.us/j/4799521830>
Meeting ID: 479 952 1830
Tuesday, March 14, 2023
1:00 PM - Senior Citizens Advisory Committee**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - 3.A [February 2023 Meeting Minutes](#)
[February 2023 Meeting Minutes.pdf](#)
- 4. CITIZEN COMMENT ON NON-AGENDA ITEMS**
- 5. OLD BUSINESS**
 - 5.A [2023 AAC Activity Fees](#)
[AAC 2023 Fees.pdf](#)
- 6. NEW BUSINESS**
- 7. COMMISSION MEMBERS REPORTS/OTHER BUSINESS**
 - 7.A [February 2023 AAC Budget](#)
[Feb 2023 tb detail.pdf](#)
- 8. STAFF REPORTS** February daily check ins: 659 (January 697)
February new/renew users: 24 (January 28)
- 9. ADJOURNMENT** Next Meeting Tuesday, April 11, 2023



CITY OF ELLENSBURG

**Minute of Senior Citizens Advisory
Committee**

Date of Meeting
Time of Meeting
Place of Meeting

February 14, 2023
1:00 PM
Council Conference Room and Zoom
Meeting
<https://us02web.zoom.us/j/4799521830>
Meeting ID: 479 952 1830

Roll Call Present: Wendy-Jean Fischer, Edward Bracken, Marcia Hedrick, Mildred Miller, Ed Sendelbach

1. CALL TO ORDER

Meeting was called to order at 1:00 pm.

2. ROLL CALL

3. APPROVAL OF MINUTES

Councilmember Marcia Hedrick moved to Approve . **Motion Approved 5-0.**

3.A. December 2022 Minutes

4. CITIZEN COMMENT ON NON-AGENDA ITEMS

5. OLD BUSINESS

6. NEW BUSINESS

Introduction to the Diversity, Equity and Inclusion Commission, their goals and

- how commissions can work together.

- Daniel and Nicole introduced the DEI commission and wanted to share the vision for commission and rapidly growing Ellensburg areas need for this commission. Population growth in Ellensburg increases diversity. The commission began in 2021 as a result of listening tours held around Ellensburg.
- NexTrex Bench Dedication
 - We completed the NexTrex recycling program. The community collected 500 pounds of plastic with two months remaining. Thank you to all those who helped reach this goal!

- We are able to select the color for the bench. The two options are charcoal black and light grey. The commission selected the charcoal black for the AAC.
 - The AAC would like to dedicate the bench to Shirley and Ed Sendelbach for all of the hours and hard work put in collecting and transporting plastic. The commission was in agreement of doing this. They would like to see a silver plaque placed on the bench.
- Activity and Trip Fees
 - The AAC is looking into adjusting activity fees to make the center more accessible to those who cannot afford to participate in activities currently or for those that don't attend activities regularly. We have seen an increase in patrons who are unable to afford the user fee amount and the activities they participate in aren't using facility supplies. The fees at the facility are currently \$40.00 a year for anyone whether they are just watching TV, coloring or taking a class. The fees are determined by the need of supplies for the activity, if there is an instructor and/or training required. Our vision is to have a punch pass system. Patrons would buy a punch pass that is good for 12 uses on any activity of the same price. We have done research and a majority of other senior centers in Washington State charge by activity not by annual fee. What are some thoughts on changing the fees?
 - Marcia Hedrick said she like this system more because it doesn't make sense to pay the user fee if she only goes to an activity once a month especially if she brings her own supplies. This would help be more affordable for people.
 - Edd Bracken asked about the cost per month and if the pass could be used on any activity. This would be roughly \$10 per month for one activity and pass could be used for different activities as long as the cost is the same. The two activities that we would not be allowed to use the same pass for are the Friday lunches and the pottery painting. Supplies for these activities are more expensive than others.
 - Wendy-Jean Fischer wanted more information on how we would monitor checking in so that passes are not being accidentally punched too often. The AAC would have staff or volunteers at the front desk checking people in. We understand that it can sometimes be challenging to hear the beep of the scanner and some people accidentally scan in multiple times. We would no longer allow the scanner to sit on the desk for all participants to access it.
 - Ed Sendelbach asked if they could pay for multiple months in advance. We would have to check to see if the system we use would allow this, but we don't have a problem with that.
- When calling other senior center, we discovered that some of them charge an average cost for trips to make more expensive trips more affordable. What are

your thoughts on increasing less expensive trips and decreasing more expensive trips to make trips more affordable for participants.

- The commission said it would be okay and it would make the more expensive trips more affordable. The only concern is that the trips may fill up faster if they are less expensive. All of our trips are on a first come first serve basis. If we have enough participants for two trips, then we may take the trip twice depending on schedule and availability.

7. COMMISSION MEMBERS REPORTS/OTHER BUSINESS

7.A. AAC January 2023 Budget

Wendy-Jean asked about the bus lease and why we pay for it in months we don't use it.

This lease is the same cost every month and it is an annual lease. If we only paid for it while we are using it, then the monthly cost will go up while we are using it to make up for the annual lease.

8. STAFF REPORTS

- January Daily Check In's: 697 (December 415)
- January New/Renew users: 28 (December 10)

9. ADJOURNMENT

Next meeting Tuesday, March 14, 2023

Meeting adjourned at 1:57 pm.

Councilmember Edward Bracken moved to adjourn the meeting. **Motion Approved 5-0.**

| Activity | Fees per class | "Punch card" Fee 12 punches | Monthly Fee | Current Fees |
|----------------------------|----------------|-----------------------------|-------------|---------------------------|
| Morning Exericse | \$ 1.00 | \$ 10.00 | \$ 10.00 | User fee |
| SAIL | \$ 1.00 | \$ 10.00 | \$ 7.00 | User Fee |
| Yoga | \$ 1.00 | \$ 10.00 | \$ 7.00 | User fee |
| Tai Ji Quan | \$ 1.00 | \$ 10.00 | \$ 7.00 | User fee |
| Line dancing | \$ 1.00 | \$ 10.00 | \$ 3.00 | User fee |
| Walking group | Free | | | User fee |
| Writers Roundtable | Free | | | User fee |
| Drop in Technology Help | Free | | | User fee |
| Therapeutice coloring | \$ 1.00 | \$ 10.00 | \$ 3.00 | User fee |
| Paint and sip (Contracted) | | | | \$16 user / \$21 Non-user |
| Coffee and conversation | Free | | | User fee |
| Duplicate bridge | Free | | | User fee |
| Hand Massage | Free | | | User fee |
| Needle Crafters | Free | | | User fee |
| Spades and hearts | Free | | | User fee |
| piece of the puzzle | Free | | | User fee |
| table tennis | Free | | | User fee |
| Darts | Free | | | User fee |
| Shuffleboard | Free | | | User fee |
| table pool | Free | | | User fee |
| Craft N Creation | \$ 1.00 | \$ 10.00 | \$ 3.00 | User fee |
| Creative writing | Free | | | User fee |
| Bingo | Free | | | User fee |
| Pinochle | Free | | | User fee |
| Pottery Painting | \$ 2.00 | \$ 15.00 | | User fee |
| Card making | \$ 1.00 | \$ 10.00 | | User fee |
| Wood Carving | Free | | | User fee |
| Special events | \$ 5.00 | | | User fee |
| Computer lab | Free | | | |
| tv room | Free | | | |
| Coffee | Free | | | |

How often activity occurs

- 3 Times a week
- 2 Times a week
- 2 Times a week
- 2 Times, sometimes 3
- 1 time a week
- 2 times a month
- 1 time a week
- 1 time a week
- 1 time a week
- 1 time a month
- 1 time a week
- 1 time a week
- 2 times a month
- 1 time a week
- 1 Time a week
- 1 time a week
- 2 times a week
- 1 time a week
- 1 Time a week
- 1 Time a week
- 1 time a week
- 2 times a month ending in March
- 2 times a month
- 2 times a week
- 1 time a month
- 1 time a month
- 1 time a week
- 3 times a month
- 4 days a week

DRAFT

DETAILED TRIAL BALANCE FOR 2023
 City of Ellensburg
 General Ledger

Ranges: From: 2/1/2023 To: 2/28/2023
 Date: 2/1/2023
 Account: 001-022-569-50-31-000-000
 Subtotal By: No Subtotals Include: Posting, Unit
 Sorted By: Fund

| | | | | | | | | |
|-----------------|----------------------------------|--------------------------|-------------------------------|----------------------------|-----------------------------|---------------------------|-----------------------|-----------------|
| Account: | 001-022-569-50-31-000-000 | | Description: | AAC - Supplies | | Beginning Balance: | \$636.98 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/2/2023 | 9,112,810 | PAIV00007461 | Cost of Goods Sold/Expense | IV00007728 | | 56650 | \$64.88 | |
| 2/13/2023 | 9,117,048 | RECVG00014476 | Cost of Goods Sold/Expense | RCTO0296609 | DEPT OF L&I-BOILER SECT | 61785 | \$99.50 | |
| 2/22/2023 | 9,150,186 | RECVG00014499 | Purchases | RCTO0297167 | US BANK CORP PAYMENT SYSTEM | 94325 | \$335.17 | |
| | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-31-000-000 | | Totals: | | | \$499.55 | \$1,136.53 | \$499.55 |
| | | | | | | | | \$0.00 |

| | | | | | | | | |
|-----------------|----------------------------------|--------------------------|-------------------------------|-----------------------------|-------------------------------|---------------------------|-----------------------|-----------------|
| Account: | 001-022-569-50-41-000-000 | | Description: | AAC - Professional Services | | Beginning Balance: | \$210.60 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/13/2023 | 9,121,848 | RECVG00014486 | Purchases | RCTO0296874 | INTEGRITY JANITORIAL SERVICES | 65770 | \$693.00 | |
| 2/13/2023 | 9,121,914 | RECVG00014487 | Purchases | RCTO0296900 | WASHINGTON STATE PATROL | 66560 | \$11.00 | |
| 2/22/2023 | 9,150,178 | RECVG00014499 | Purchases | RCTO0297164 | US BANK CORP PAYMENT SYSTEM | 94322 | \$42.91 | |
| | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-41-000-000 | | Totals: | | | \$746.91 | \$957.51 | \$746.91 |
| | | | | | | | | \$0.00 |

| | | | | | | | | |
|---|----------------------------------|--------------------------|-------------------------------|--|--------------------------|---------------------------|-----------------------|---------------|
| Account: | 001-022-569-50-41-093-044 | | Description: | Aging and Longterm Grant - Nurse/Prof Services | | Beginning Balance: | \$1,064.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| *No transactions for this account* | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-41-093-044 | | Totals: | | | \$0.00 | \$1,064.00 | \$0.00 |
| | | | | | | | | \$0.00 |

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|-----------------|----------------------------------|--------------------------|-------------------------------|----------------------------|---------------------------------|---------------------------|-----------------------|-----------------|
| Account: | 001-022-569-50-42-000-000 | | Description: | AAC - Communications | | Beginning Balance: | \$59.97 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/6/2023 | 9,112,764 | RECVG00014467 | Purchases | RCTO0296395 | CITY TREASURER- UTILITY BILLING | 56655 | \$59.99 | |
| 2/22/2023 | 9,150,186 | RECVG00014499 | Purchases | RCTO0297167 | US BANK CORP PAYMENT SYSTEM | 94325 | \$162.07 | |
| 2/27/2023 | 9,151,247 | RECVG00014504 | Purchases | RCTO0297340 | CMRS-FP | 96252 | \$13.38 | |
| | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-42-000-000 | | Totals: | | | \$235.44 | \$295.41 | \$235.44 |
| | | | | | | | | \$0.00 |

| | | | | | | | | |
|-----------------|----------------------------------|--------------------------|-------------------------------|----------------------------|--------------------------|---------------------------|-----------------------|-------------------|
| Account: | 001-022-569-50-45-000-000 | | Description: | AAC - Rentals | | Beginning Balance: | \$1,420.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/27/2023 | 9,163,162 | PAEL00000281 | Cost of Goods Sold/Expense | EL0029308 | 2010 Ford E450 Sr. Van | 107015 | \$1,420.00 | |
| | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-45-000-000 | | Totals: | | | \$1,420.00 | \$2,840.00 | \$1,420.00 |
| | | | | | | | | \$0.00 |

| | | | | | | | | |
|-----------------|----------------------------------|--------------------------|-------------------------------|----------------------------|---------------------------------|---------------------------|-----------------------|-----------------|
| Account: | 001-022-569-50-47-000-000 | | Description: | AAC - Utilities | | Beginning Balance: | \$0.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/13/2023 | 9,121,909 | RECVG00014487 | Purchases | RCTO0296895 | CITY TREASURER- UTILITY BILLING | 66555 | \$826.09 | |
| | | | | | | Net Change | Ending Balance | |
| Account: | 001-022-569-50-47-000-000 | | Totals: | | | \$826.09 | \$826.09 | \$826.09 |
| | | | | | | | | \$0.00 |

| | | | | | | | | |
|-----------------|---------------------------|--------------------------|-------------------------------|----------------------------------|-----------------------------|---------------------------|--------------|---------------|
| Account: | 001-022-569-50-49-000-000 | | Description: | AAC - Miscellaneous Expenditures | | Beginning Balance: | \$0.00 | |
| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
| 2/13/2023 | 9,121,847 | RECVG00014486 | Purchases | RCTO0296873 | DAILY RECORD | 65769 | \$78.00 | |
| 2/22/2023 | 9,150,178 | RECVG00014499 | Purchases | RCTO0297164 | US BANK CORP PAYMENT SYSTEM | 94322 | \$8.34 | |
| 2/22/2023 | 9,150,186 | RECVG00014499 | Purchases | RCTO0297167 | US BANK CORP PAYMENT SYSTEM | 94325 | \$86.86 | |

DETAILED TRIAL BALANCE FOR 2023
 City of Ellensburg

| | | Net Change | Ending Balance | | | |
|-----------------|----------------------------------|----------------|----------------|----------|----------|--------|
| Account: | 001-022-569-50-49-000-000 | Totals: | \$173.20 | \$173.20 | \$173.20 | \$0.00 |

| | | | | | | |
|-----------------|---------------------------|---------------------|-----------------------------------|--|---------------------------|---------|
| Account: | 001-022-569-50-91-100-531 | Description: | AAC - Interfund Warehouse Charges | | Beginning Balance: | \$69.33 |
|-----------------|---------------------------|---------------------|-----------------------------------|--|---------------------------|---------|

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
|-----------|-----------|-------------------|------------------------|---------------------|-------------------|-------------|---------|--------|
| 2/28/2023 | 9,161,831 | GLTRX00288699 | | | | 107338 | \$69.33 | |

| | | Net Change | Ending Balance | | | |
|-----------------|----------------------------------|----------------|----------------|----------|---------|--------|
| Account: | 001-022-569-50-91-100-531 | Totals: | \$69.33 | \$138.66 | \$69.33 | \$0.00 |

| | | | | | | |
|-----------------|---------------------------|---------------------|-------------------------------|--|---------------------------|----------|
| Account: | 001-022-569-50-98-535-000 | Description: | AAC-Interfund Facilities Rent | | Beginning Balance: | \$939.25 |
|-----------------|---------------------------|---------------------|-------------------------------|--|---------------------------|----------|

| Trx Date | Jrnl No. | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Posting No. | Debit | Credit |
|-----------|-----------|-------------------|-------------------------------|---------------------|-------------------|-------------|----------|--------|
| 2/28/2023 | 9,162,151 | GLTRX00288699 | AAC-Interfund Facilities Rent | | | 107349 | \$939.25 | |

| | | Net Change | Ending Balance | | | |
|-----------------|----------------------------------|----------------|----------------|------------|----------|--------|
| Account: | 001-022-569-50-98-535-000 | Totals: | \$939.25 | \$1,878.50 | \$939.25 | \$0.00 |

| Grand Totals: | <u>Accounts</u> | <u>Beginning Balance</u> | <u>Net Change</u> | <u>Ending Balance</u> | <u>Debit</u> | <u>Credit</u> |
|----------------------|-----------------|--------------------------|-------------------|-----------------------|--------------|---------------|
| | 9 | \$4,400.13 | \$4,909.77 | \$9,309.90 | \$4,909.77 | \$0.00 |